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TREASURY DEPARTMENT
SUPERVISING ARCHITECT

INFORMATION AND SUGGESTIONS
FOR THE
CARE OF BUILDINGS
UNDER THE CONTROL OF THE
TREASURY DEPARTMENT

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1916



WASHINGTON
GOVERNMENT PRINTING OFFICE
1916

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CARE OF PUBLIC BUILDINGS.

GENERAL INFORMATION.

It is the desire of the department to have the buildings under its control maintained in a cleanly and first-class condition at all times. Custodians, as agents of the department, have direct charge and control of the operating force assigned for the care, maintenance, and repair of these buildings. The purpose of this pamphlet is to assist custodians in obtaining such results in the care and operation of the buildings as will reflect credit on the Federal service.

A card is furnished by the department giving general instructions to the operating force as to what is required. These instructions are amplified herein with a view to showing more in detail what is required and how the results can be secured, and to enable the custodians to direct the operations of the employees to the best advantage.

HOURS OF SERVICE.

All employees on the operating force appointed at a per annum salary (other than charmen and charwomen) are required to serve eight hours, and the charmen and charwomen five hours per day at the building, with a minimum of service on Sundays and legal holidays. In case of an exigency these hours may be extended temporarily, without additional compensation or compensatory leave. Per diem employees must serve eight hours per day. Hours of service of per annum or per diem employees are exclusive of the time taken for meals. Hours of service must be strictly observed, the duties of employees industriously performed, and absence from the building during such hours is not permissible unless excused by the custodian.

ASSIGNMENT OF DUTIES.

It is desirable, so far as practicable, to assign to the different employees on the operating force specific duties in the care and cleaning of the building. In this manner the employees have better opportunity to specialize in the different kinds of work, and, furthermore, the responsibility can be more easily placed in the event either good or bad results are secured.

Where the custodian considers it advisable, he should prepare a schedule in detail indicating the hours of service of each employee, what work is to be done by each employee, and when it is to be performed.

It is also frequently advisable, where a postoffice or other time clock is available for the purpose, that the employees be required to register on this clock the time of their arrival at and departure from the building.

PERSONNEL OF EMPLOYEES.

The employees are to perform such duties as may be required by the custodian exclusively in connection with the care, maintenance, and repair of the buildings, grounds, and equipment.

Members of the operating force are not to engage in other employment in addition to their duties at the Federal buildings where such employment would cause an interruption in the hours of assignment or interfere in any manner with their efficiency for the work for which they are employed by the Government.

Members of the operating force, except those whose duties require continuous service in the fire or engine rooms, are expected to maintain neat personal appearance. The employees must work in harmony with each other. Discord will not be tolerated, and they are to be civil at all times to the public and the other employees in the building.

Gossiping is to be avoided, and any complaint that a member of the operating force may have should be taken up with the custodian.

Members of the custodian force are prohibited from engaging others to do their work or to assist therein.

Any employee found guilty of bringing intoxicants into the building, reporting for duty in an intoxicated condition, or using or being under the influence of intoxicants while on duty, will be subject to suspension on charges to be preferred by the custodian.

DEBTS, LOANS, ETC.

The department insists on the satisfactory liquidation by employees on the custodian force of debts for necessities incurred by them while in the Government service, and it will not retain in its employ persons against whom claims are frequently submitted for the nonpayment of just debts; nor will the department retain in its service employees who make loans at usurious rates of interest.

WATCHMAN'S REPORTS.

The Office of the Supervising Architect furnishes a form for watchman's report, and in buildings where watchmen are assigned these reports are to be rendered daily to the custodian.

GROUND'S AND APPROACHES.

Sidewalks and entrance steps are to be kept free from dirt, snow, and ice. They should be swept or washed down with hose every day when the weather permits. The washing should be done early in the morning if possible.

The lawn around the building is to be kept well mowed and free from waste paper and débris of all kinds. Where weeds exist they are to be removed. The lawn is to be sprinkled sufficiently to maintain a good growth of grass, automatic sprinklers to be used where the lawn is of

considerable size. In the late fall a good growth of grass should be allowed to develop and should not be cut, as it will tend to keep the roots warm during the winter.

Hedges are to be kept well trimmed and properly cared for.

Areas are to be kept clear of dirt, leaves, rubbish, etc., and drains in same kept open.

GARDEN HOSE.

Garden hose should not be left on the ground or exposed to the elements when not in use, but should be drained, placed on a reel, and stored under cover. Hose that becomes slightly defective should not be discarded, but if practicable should be repaired with hose menders, which are a stock article at hardware stores. Good portions of the hose may thus be utilized and again made serviceable. •

FLOORS—MARBLE, TERRAZZO, OR CEMENT.

The frequency with which floors of this character are to be mopped or scrubbed depends upon local conditions. Generally, however, lobby, corridor, and toilet-room floors on which the traffic is heavy should be scrubbed every night. Mopping alone will not suffice to keep them clean, as the travel over the floor grinds the dirt into the marble and it can be removed only by a thorough scrubbing with a brush or scrubbing mop. Where the traffic is not heavy, these floors should be scrubbed once or twice a week and mopped every night.

The department furnishes a cleaning powder, commonly known as "scouring powder," which is to be used in cleaning floors of this kind, as well as closet and urinal bowls and lavatories. This powder contains about 75 per cent of fine sand. *It is not to be placed in the bucket, as the same will not dissolve, but will settle to the bottom. It should be sprinkled over the floor lightly, then the scrubbing brush or mop applied.* To get the best results in spreading the powder on the floor, a sprinkler or shaker should be used.

In scrubbing the floor warm water should be used when it is available, after which the floor is to be *thoroughly washed with clean mops and plenty of clean water.* In connection with this work, also, care is to be taken to clean under and back of radiators, in the corners, and to keep the bases of the walls from becoming stained.

FLOORS, WOOD.

Unpolished or unvarnished floors should be swept and scrubbed with a solution of soap powder and warm water, and the floor surface then thoroughly dried.

When cleaning these floors care should be exercised not to permit the water to remain long thereon. By cleaning small sections and drying them quickly floors will not become saturated with water, which causes them to buckle and ridge.

Polished wood floors should seldom be cleaned with scrubbing materials of any character. When necessary to wash them, same should be done with a solution of about $1\frac{1}{2}$ tablespoonfuls of household ammonia to 2 gallons of water, and rinsed with clear water, to be wiped off with a cloth or mop dampened with furniture polish. These floors should be wiped daily with dustless mops.

SOAP POWDER.

The soap powder furnished by the department is to be applied mainly on wood floors, and can be used most economically by converting it into soft soap, as per the following formula: Take a pail or other receptacle and fill with 12 quarts of very hot water, then pour in 3 pounds of the powder, mixing thoroughly. Set away and let it get cold. Such mixture makes about 25 pounds of soft soap. A cupful of this soap makes a good suds for about 14 quarts of hot water.

WOOD BASES.

Special care must be taken when scrubbing floors to avoid the removal of the finish from wood wall bases and the bases of furniture.

FLOOR BORDERS.

Borders of office floors on which there are rugs should be thoroughly cleaned, stained, and varnished. This work should be done by the operating force in the building when practicable, the custodian to submit bids for the materials required. These borders should be frequently wiped with dust cloths or dustless mops.

FLOOR OIL.

The floor oil used by the department consists of 2 parts *commercial grade* paraffin oil and 1 part kerosene oil. This oil should be kept in a metal receptacle, preferably a galvanized can with a spigot. For the moderate-sized buildings it is suggested that a stock of about 30 to 50 gallons be secured at a time.

When floors are oiled the floor oil should be applied with a specially made floor oiler or small mop, and thoroughly rubbed into the wood. Before this oil is applied the floor must be cleaned thoroughly with a strong soap solution, rinsed, and allowed to dry. Only a small quantity of oil is necessary.

SWEEPING COMPOUND.

Sweeping compounds of any description, when used, are to be confined exclusively to wood floors or floors covered with linoleum. In no instance should sweeping compound or oil brushes be used on marble, tile, or terrazzo floors, carpets, or rugs.

In connection with the sweeping of marble, tile, or terrazzo floors, the use of damp sawdust is most suitable to prevent the rising of dust.

The department does not supply sweeping compounds of a proprietary nature, and where such a compound is needed it is to be made up according to the following formula:

	Parts by weight.
Sand.....	10
Sawdust.....	3½
Salt.....	1½
Paraffin oil.....	1

The mixing of the ingredients must be done on the premises by the operating force.

STAIRWAYS.

Scouring powder is to be used in scrubbing marble, stone, or cement stair treads and risers, *but it is not to be used on the polished marble.* In this connection, cleaners are cautioned not to allow dirt to accumulate in the corners.

POLISHED MARBLE.

It is seldom necessary to wash polished marble. The best results come from dry cleaning, rubbing it down frequently with a dry soft cloth or cotton waste. When necessary to wash it, however, warm water should be used and only in small quantity, changing it frequently in order to keep it clean. Never use soap or any cleaning preparation.

Practically all stains except those from rust, creosote, or oil can be removed with a bleaching solution known as Javelle water. When the stains have been allowed to stand for a considerable time some difficulty will be experienced in their removal even with this preparation, but it can be accomplished by repeated applications. When the stain can not be removed by rubbing the marble with a cloth saturated with this solution, a small quantity of the Javelle water should be spread on the stained surface and allowed to stand for some time, after which the rubbing process is to be applied. If the stain is on a vertical slab, saturate a piece of white blotter with the solution and place it on the marble.

Javelle water can be secured at any drug store. It can be prepared by putting 4 pounds of sal soda (common washing soda) into a vessel with 1 quart of water and boiling for 10 minutes; then add 1 pound of chloride of lime free from lumps. When cold, strain into a jug or large bottle and keep tightly corked.

Oil stains may be removed with gasoline. This, however, must be of the best quality, as otherwise the results may be disappointing. Saturate cotton waste or white blotting paper and press it firmly against the marble. If necessary this should be allowed to remain several days, wetting it frequently with gasoline.

TOILETS.

As the sanitary condition of the building is of the utmost importance, the toilet rooms must be kept scrupulously clean throughout, and every care should be taken to maintain the cleanly and sanitary condition of

bowls, lavatories, slop sinks, shower baths, floors, wainscoting, and stall partitions. Dirt is not to be permitted to accumulate back of closet bowls or in any other places.

Closet and urinal bowls may best be cleaned on the inside by throwing a bucket of hot water into the bowl, which will produce a flush; then thoroughly cleanse the bowl by the use of scouring powder, employing a brush to effect a cleaning of the neck of the bowl.

Care should be exercised to see that no undue waste of water is permitted in regulating the flushes of closets and urinals.

DISINFECTANTS.

The department does not favor the use of disinfectants in the care of its buildings, as it has been satisfactorily demonstrated that sanitary and efficient cleaning renders the use of disinfectants unnecessary. The removal of filthy and insanitary conditions can be effected by the liberal use of soap, soap powder, or scouring powder, and the utmost care should be exercised by the cleaning force at all times to see that objectionable and insanitary conditions are not allowed to develop.

There may be instances, however, where custodians may consider the use of disinfectants as absolutely necessary, and in that event they should present the matter to the department, with a detailed explanation, for suitable instructions.

BRASS AND NICKEL WORK.

The brass work on the entrance doors, brass railings, brass or nickel cuspidors, brass hardware on interior doors, etc., and all nickel-plated work in toilet rooms and elsewhere must be kept well polished.

When the metal work is on wood or stone, special care must be taken not to smear the polish on the wood or stone. This can ordinarily be accomplished by a shield of thin, tough cardboard laid on the wood or stone and up against the metal.

Brass and nickel work, when well polished, may be kept in good condition by frequently wiping it with a dry cloth. Metal polish made according to the following formula effects a satisfactory cleaning of brass and nickel, and is approved by the department:

Formula for 1 gallon metal polish.—Four pints household ammonia, $2\frac{1}{2}$ pints kerosene, $1\frac{1}{2}$ pints gasoline, $\frac{1}{2}$ fluid ounce raw linseed oil, $2\frac{1}{2}$ pounds best bolted whiting.

Method of preparing.—Mix the ammonia, kerosene, and gasoline. Add the whiting, stirring briskly until the ingredients are thoroughly mixed, then add the linseed oil. After the linseed oil is added, the entire mixture should be stirred for 3 or 4 minutes.

Directions for use.—Apply the polish with a piece of cheesecloth on the surface to be cleaned. Rub briskly until tarnish is removed, then follow with a dry, clean cloth until a luster is produced. Shake well before using.

It is important that the metal polish be kept in tightly stoppered receptacles, to prevent evaporation of the gasoline. The polish should be thinned with gasoline and ammonia if it becomes too thick.

A supply of this polish should always be on hand in the building.

BRONZE.

The interior and exterior bronze work, including lock-box fronts, must be given careful attention in order to preserve its beauty and luster. This can readily be accomplished by frequently wiping the metal with a dry, soft cloth. Occasionally the cloth should be moistened with a preparation consisting of equal parts of crude oil, turpentine, and citronella or lemon oil. This preparation must be kept in air-tight containers of tin or glass.

If bronze has been allowed to stand for a considerable time without any special care and has become darkened from grime and the action of the elements, as is sometimes the case with outside lamp standards and brackets, it should first be washed with clean water containing a small quantity of ammonia, this washing to be done with a sponge or soft cloth applied lightly. Scrubbing is not permitted. The application of acid, soap, or abrasive preparations on the bronze, also, is not permitted, as they will remove the lacquer.

The above treatment also applies to interior lighting fixtures which are lacquered.

LINOLEUM.

Through the continual mopping necessary in its proper care, linoleum floor covering becomes dry and loses its resiliency. A satisfactory method of overcoming this condition is to treat it with the following preparation, which should be applied with a mop and well rubbed in, the floor first to be thoroughly washed and allowed to become dry. This preparation will be entirely absorbed by the linoleum within 24 hours. The treatment should be repeated about every 6 months, depending upon local conditions.

	Parts to a gallon (pints).
Kerosene oil.....	3
Turpentine.....	2
Paraffin oil.....	2½
Japan drier.....	½

To be mixed in the building by the operating force.

One gallon of the above mixture ordinarily will cover between 500 and 600 square feet.

DUSTING.

All parts of the building, together with the furniture, must be kept free from accumulations of dust.

Especial attention must be given to the tops of molding, cases, stair handrails and balustrades, grilles, lighting fixtures, and glassware on same.

The pigeonholes in cases must also be kept clear of dust, and when these pigeonholes contain papers relating to the postal or any other branch of the service the official in charge of that branch should be called upon to designate one of his employees to remove these papers, in order that the janitor force may effect the necessary cleaning.

It is requested that the occupants of offices keep removed from the tops of all furniture and from the floor all encumbrances which interfere with proper dusting and cleaning, and, as necessary, the provisions of this section should be brought to the attention of offending officials.

Care must be exercised to avoid soiling walls above baseboards, chair rails, and wainscoting. A pasteboard or other suitable shield placed against the wall for its protection when dusting will be of assistance in this connection.

The use of feather dusters is not approved by the department. In cases where dust cloths are not suitable, the special dusters specified in the schedule of supplies furnished annually by the department may be used. Whenever dusters of any kind are used, however, they must be kept clean by frequent washing, as the staining of wood or plaster work by the use of dirty dusters will not be tolerated.

A satisfactory dusting cloth may be made by dipping a piece of cheese-cloth in hot soapsuds, then dry out the cloth, after which it should be dipped in kerosene oil and hung so as to allow to dry without wringing the cloth.

Walls are to be dusted frequently by the use of approved wall dusters.

LOOKOUT GALLERIES.

Lookout galleries are to be kept free from dust and ready for immediate occupancy at all times.

It is especially important that the louver slats and sills under same be kept clean.

VACUUM CLEANERS.

Where portable vacuum cleaners have been furnished, they must be used frequently for the purpose of removing dust from carpets, etc.

The dust containers or bags of portable vacuum cleaners should be cleaned frequently, in a thorough manner, and at times should be beaten with a view to removing the dust from the weave of the fabric, in order that the full capacity of suction will be maintained.

Where a permanent vacuum-cleaning system is installed in the building with several outlets, its use should be so prearranged that as many of these outlets as practicable may be operated at the same time, with a view to effecting economy of current.

When using a vacuum cleaner, care should be exercised to see that matches, strings, or other articles liable to clog the hose are not taken up by the cleaner.

CLEANING FURNITURE AND VARNISHED SURFACES.

Damp cloths should not be used on furniture or varnished surfaces except when washing same, which should seldom be done.

When washing varnished surfaces the same should be done by the use of 1 tablespoonful of ammonia to 2 gallons of lukewarm water,

surfaces to be thoroughly rinsed and wiped dry, after which they are to be given an application of furniture polish and rubbed vigorously until dry.

At other times when furniture is polished, sufficient polish should be applied to cover the surface moderately and rubbed until dry.

Care should be taken to keep the fronts of desks, arms of chairs, and other varnished surfaces free from the accumulation of grease and dirt from the hands, etc. This accumulation may be removed by the use of furniture polish or of special preparations referred to herein for removing ink stains from varnished surfaces.

It is necessary in order to keep the varnished wood trim in a building in good condition that it be rubbed down frequently with a dry cloth, and occasionally with a cloth dampened with furniture polish and then wiped dry.

Below will be found three formulæ for furniture polish, from any of which a satisfactory polish can be prepared, the mixing to be done by the employees at the building;

Formula No. 1.

Paraffin oil.....	1 pint.
Muriatic acid.....	1 ounce.
Turpentine.....	1 ounce.
Gasoline.....	1 quart.

Mix and shake thoroughly before using. This should be kept in glass containers well corked.

Formula No. 2.

Kerosene oil.....	3½ pints.
Turpentine.....	3½ pints.
Raw linseed oil.....	1 pint.
Paraffin wax (or Parowax).....	1 pound.

Mix the paraffin and linseed oil, heat gently until the mixture is a homogeneous liquid, remove from the source of heat, add the kerosene and turpentine, and mix thoroughly.

Formula No. 3.

Kerosene oil.....	3½ pints.
Turpentine.....	3½ pints.
Raw linseed oil.....	1 pint.

Mix thoroughly.

Apply either of these polishes with cheesecloth and rub briskly. Cloths used for applying the polish should be hung up after using, and not thrown in corners or about the building because of the danger of spontaneous combustion.

Ink or grease stains may be removed satisfactorily from varnished surfaces by the use of furniture polish or special preparations on the market.

Common soap and water should not be used in an attempt to remove ink or grease stains from lobby desks or other varnished surfaces.

WAX FINISH ON WOODWORK.

This is to be dusted off with a clean dry cloth or other dry duster. Do not apply furniture polish to it. It is well, however, to rub it down occasionally with prepared wax. When the finish becomes stained, as is sometimes the case on door and other trim, it should be washed off with lukewarm water containing a small amount of ammonia, after which the surface should be re-covered with wax and polished. Prepared wax, which comes in small cans and has a very thick consistency, is suitable for this purpose. When it is laid on the wood, if the surface is flat, the polishing should be done with a small piece of carpet, or if the surface is grooved so that the carpet can not be made to reach all parts, a soft brush should be used.

UNOCCUPIED OFFICES.

Offices and rooms that are not occupied at all, or only occasionally, are to be cleaned frequently and kept in good condition.

FURNITURE.

Furniture located in rooms that are not frequently used should be thoroughly cleaned immediately after rooms are vacated, and then covered with suitable covers.

It is desired, when a storage room can be made available, that all excess furniture be placed therein, neatly arranged, and covered to protect it from dust.

No broken furniture should be allowed to remain in any office rooms or public place in the building, but should be immediately transferred to this storage room and replaced with good pieces if practicable. When a number of broken pieces have accumulated, bids should be submitted to the department for the repair of same.

LOBBY DESKS.

Where lobby desks have glass tops set on felt, dirt frequently works in around the edges and under the glass. In such cases the glass should be carefully raised from time to time and the dirt brushed out. Sometimes it is necessary to remove the molding supporting the glass at the front of the desk in order that the glass may be raised. When the molding is removed it should be reset with roundheaded brass screws. Where it is impracticable to remove the molding, a few small holes should be cut in the wood plate on which the glass rests, so that one edge of the glass can be raised sufficiently to enable it to be caught from the top, and then tilted up on the other edge and the felt cleaned. When cutting the holes be careful not to cut the felt.

It is the duty of the operating force to clean and refill ink wells on lobby desks, remove soiled and worn blotters and replace them with new blotters, and place pens on the desks, as may be necessary from time to time.

Ink wells, ink, blotters, and pens for the desks in the post-office lobby are to be furnished by the Post Office Department, and for other lobbies by the branch of the service conducting the business requiring the use of the lobby.

WASHING WALLS.

It is the duty of the operating force to wash the painted walls and woodwork from time to time as the same becomes necessary. Much care, however, is to be exercised in this work in order not to leave the walls streaky or to dissolve the paint. A very weak solution of soap is to be used. Care is to be exercised to see that soap free from alkali or with but little alkali is used, as otherwise the paint will be dissolved. Also, the water must be changed frequently. Apply the water with a sponge, but not in such quantity that it will run down on the wall, and wipe it off immediately with a dry cloth or sponge. Unless this wiping is done effectively, the small globules of water left on the wall will evaporate, leaving after each a small quantity of dirt, thus making the wall streaky.

CUSPIDORS.

All cuspidors in use should be cleaned every day with hot water, to which soap powder may be added. It may be necessary to clean the cuspidors located in the corridors and post-office workroom more frequently. After cleaning, a small quantity of clear water should be poured into each cuspidor. Care must be taken to clean the upper part of the bowl as well as the lower, in order to keep it in a sanitary condition. *In no case should uncleaned cuspidors be allowed to remain in a room overnight.*

It is advisable to set all cuspidors on linoleum or rubber mats, which should be cleaned frequently. Iron cuspidors, in all cases, are to be provided with mats to prevent rust stains from damaging the floors. The practice of piling cast-iron cuspidors on top of each other must not be permitted. By doing so the enamel on the splayed portion becomes chipped, which not only produces an unsightly appearance but renders the cuspidors insanitary and more difficult to clean. A suitable device in the shape of a shallow box with strap handle, which will accommodate four or six cuspidors, can easily be built by a member of the operating force for use when gathering and distributing the cuspidors in the smaller buildings. In the larger buildings the same result may be secured by using a truck with box body, the cuspidors to be set in tiers in the box with a light wooden grating between each tier. Where trucks are used the wheels should have rubber or fiber tires.

In many cases iron cuspidors which have become unserviceable by reason of the enamel being chipped may be again made serviceable for certain portions of the building by painting them with a coat of enamel, which can be applied by the janitor force.

Where the practice obtains of washing cuspidors in enameled or porcelain slop sinks, a slat wood base should be placed in the sink to prevent the cuspidors from chipping the surface.

Federal employees must refrain from throwing lunch waste and trash into cuspidors. Where this practice prevails the custodian should endeavor to ascertain the names of the offending employees, in order that he may take the matter up with the head of the office to which the employee belongs, with a view to having the practice discontinued.

JANITORS' IMPLEMENTS.

Janitors' tools, implements, and supplies in connection with the care of the building, when not in use, should not be left in toilet rooms and corners of offices, corridors, or lobbies, but should be stored in janitors' closets or other available out-of-the-way places where they may be properly safeguarded.

GLASS.

All glass of windows, doors, screens and partitions, lock boxes, ceiling and skylights must be kept clean.

For such cleaning service a solution of water and household ammonia in the proportions of 1 tablespoonful of ammonia to 1 gallon of water will prove effective. Care, however, should be taken not to remove paint from woodwork.

Especial care must be taken to keep the glass in the main entrance doors clean and free from hand marks, and, if necessary, the glass should be wiped off twice a day.

ELECTRIC LAMPS AND SHADES.

Lamps should be kept absolutely clean at all times, and, when necessary, should be wiped with a damp cloth, switching on the current to lessen liability of breaking filaments.

The glass shades and globes of the lighting fixtures should be removed and washed at such intervals as may be necessary, to remove deposits of dirt and grime that can not be removed by dusting.

To clean Holophane glassware, use a stiff brush, letting the brush follow the direction of the prisms.

Where the practice obtains of delivering a small supply of lamps to officials in the building, to be used in replacing burned-out lamps immediately, the employee charged by the custodian with the care of the supplies must keep a record of the number and wattage of the lamps given out, together with dates, and the official's supply is not to be replenished until he has returned to the storekeeper an equal number of burned-out lamps of the same size as those charged to him.

If the filament in the lamp is burned or broken at only one point, the lamp can frequently be repaired by connecting it to a drop cord or any other socket where it will be in a vertical position, then vibrating it

slightly. When the two ends of the broken filament come together, they will immediately fuse, and thus complete the circuit. Where practicable, such repairs should be made and the lamps returned to service. Where these repairs can not be made, the bulbs should be packed in original cases and retained, together with bases of broken bulbs, for sale when a considerable quantity has accumulated.

With a view to determining approximately the life of a lamp to see whether it comes up to the standard of hours of burning, which is 1,000, the lamp should be given a number, which should be marked on its base with pen and ink, this number to be recorded in a memorandum book with the date of installation and also the date on which the lamp burned out. By estimating the number of hours the lamp burns each day the life of same can be closely approximated. A record of this kind should be made on about 10 per cent of each of the different-sized lamps in each consignment shipped to the building. Where it is found that the average of the tests made on any of the different-sized lamps shows a burning life of less than 1,000 or more than 2,000 hours, a report of the test should be made by the custodian to the Supervising Architect.

SUPPLIES.

Miscellaneous supplies are furnished, through the custodian, exclusively for the care, maintenance, and repair of the building, its equipment, and grounds.

Supplies required for the use of employees in the building *not connected with the custodian service, or for the transaction of the business of the various offices in the building*, are to be furnished by the departments or bureaus to which such offices are attached. Towels, toilet soap, matches, etc., for the various employees in the building not connected immediately with the custodian service must not be furnished from the custodian's supply.

Waste-paper baskets furnished through the custodian are for use in the public lobbies and for the operating force in gathering and removing waste paper, rubbish, etc., and not for use in the various offices in the building.

Oils, waste, and similar supplies for use on the post-office canceling machines, Weather Bureau printing presses, and like equipments installed exclusively in connection with the administration of some particular office are not to be furnished from the custodian's supply.

Supplies for the custodian's force, including electric lamps, toilet paper, etc., should be locked up separately from those belonging to other branches of the service.

It is desirable also that a check list of the supplies be kept on cards, so that it may be readily determined what quantities were received, when and by whom they were withdrawn, and the balance on hand.

With a view to anticipating the need of supplies of different kinds and obviating the necessity for purchasing individual items from time to

time, frequently from funds advanced by the custodian, it is recommended that the custodian employee in charge make note at all times, as they occur to him, of the items that will probably be needed in the future. If the list is approved by the custodian, he should submit bids for the articles to the department.

TOWELS.

The towels furnished to the custodian by the Treasury Department are for the exclusive use of the custodian and the operating force in the building, *and not for the various officials and employees in the building not connected with the custodian service.* Such officials and employees should make application to their respective bureaus or departments for such supply as may be required by them.

Towels are not to be furnished in the various toilet rooms throughout the building, but, in accordance with the provisions of Executive order dated September 30, 1915, discontinuing the common towel, each employee must use the individual towels furnished him by the department or bureau under which he serves.

Where the practice prevails of using toilet paper as towels, it should be reported to the custodian, in order that he may take the matter up with the head of the office whose employees use the toilet room in question, with a view to having the practice discontinued. If the custodian is unsuccessful in this, an effort should be made to ascertain the name or names of the offenders, which should be reported to the custodian, to be submitted by him to the Treasury Department, in order that the information secured may be brought to the attention of the head of the department or bureau to which such employee is attached.

LAUNDRY SERVICE.

The Office of the Supervising Architect pays for the laundering of all towels used in the building, whether originally furnished by such office or not.

The number of towels allotted to each employee should not exceed two of the standard 20 by 40 inch hand towels per week, and not more than one of the 12 by 15 inch post-office towels per day to each postal employee. Accurate record should be kept by a member of the operating force of the number of towels that are sent to or returned by the laundry service company, in order that such record may be available for the use of the custodian in determining the accuracy of the account of the said company when certifying to the voucher in payment for their service, and to enable him to know that the proper number has been returned.

ICE.

The purchase of ice during the winter months is discouraged, especially in the colder climates.

When it is not customary to place all the ice in the coolers immediately after it is received, and any is left over to be kept on hand during the day,

suitable provision should be made to prevent its waste. Where the quantity is small it can be preserved by placing it in a box of sawdust. Where the quantity is large, however, the custodian should make requisition for an ice box.

The correct weight of ice should be established by a member of the operating force and recorded by him, in order that such record may be available for the use of the custodian in checking up the ice company's bill before issuing voucher for payment.

In a building where bubble fountains are installed, connected with an ice box in the basement with coil, the overflow from the ice box should be adjusted so that the water from melted ice will come up to but not above the grating on which the ice sets. This can be accomplished by swinging the vertical overflow pipe forward or backward, so that the point of overflow will be on a level with the grating. This will effect a material saving in the amount of ice consumed, as against maintaining the overflow of the water above the grating with the ice *setting* in it.

ASHES AND RUBBISH.

Ashes and rubbish should not be permitted to accumulate for any length of time in the basement or anywhere on the premises, but should be removed frequently by the contractors. Where this material is removed under a contract with the department, the contents of a can should be computed and plainly marked on the can. A member of the operating force should maintain a record of the number of cans removed and the dates of removal, so that the information may be available for the custodian when he issues voucher in payment for the service.

The cubical contents of a can may be determined by multiplying the square of the diameter in inches by 0.7854, which in turn is again multiplied by the height of the can in inches, then divided by 46,656, the number of cubic inches in one cubic yard.

At buildings other than where mechanical devices are installed for the removal of ashes there should be a suitable number of cans to contain the ashes and rubbish accumulating between periods of removal, and when the supply of cans is not sufficient the custodian should make requisition for the number required.

AWNINGS.

Awnings are to be raised each evening and during stormy and windy weather. They are to be taken down immediately after the summer season and properly labeled. They should be examined immediately after being taken down, and if any repairs are necessary to place them in proper condition for the following season and such repairs can not be made by the operating force, the custodian should submit bids to the department for such repairs before they are stored away for the winter.

It is the duty of the operating force, when practicable, to put up and take down all awnings on the building.

SCREENS, WINDOW AND DOOR.

All window and door screens are to be removed at the close of the summer season and properly stored in a suitable place in the building.

FIRE-HOSE EQUIPMENT.

Fire hose and standpipes should be kept in serviceable condition for use at all times.

Unlined linen fire hose is uniformly furnished by the department. This should be tested, under full pressure, once a year, and where it is found that the hose is defective, bids should be submitted to the department for new hose to replace the defective sections. When linen hose is dry and is placed under pressure the water will be forced through the meshes to a considerable extent until the hose fabric swells up, but it must not be assumed that this condition indicates the hose is defective.

When making the test it is preferred to use an outlet in the basement. If this is not practicable, an outlet in the first story, which is near a rear window or rear door, may be used. When there is no suitable outlet with which to connect to make the test, the custodian should report the matter to the Supervising Architect for appropriate action. After the test is made, the hose is to be thoroughly dried. This can best be done by slinging it from the middle of the section, out of one of the upper-story rear windows, so that the ends will be off the ground. It should be left in this position for five or six hours, and if left out overnight the nozzles should be taken in; then the hose should be stretched out in the basement or wherever is the best location for the purpose, and allowed to dry for a week before returning it to the racks or reels. It is necessary that it be absolutely dry before being rolled up, as otherwise it will soon commence to rot.

It is best not to test out all the hose in the building at the same time, allowing some to remain on the racks for use in case of fire. A card should be attached to each hose, indicating the date on which it was last tested. This card should be attached with a string and concealed between the folds of the hose.

FIRE EXTINGUISHERS.

Chemical fire extinguishers should be recharged once a year, immediately after the beginning of each fiscal year. The custodian should submit proposals for the necessary ingredients to recharge the extinguishers, the work to be done by the operating force.

Pyrene fire extinguishers, however, do not lose their fire-protection efficiency and should only be refilled as it becomes necessary to replenish the charge.

There must be attached to each extinguisher, other than the Pyrene, a card indicating the date when last charged.

ROOF.

Gutters are to be kept clear of dirt, leaves, snow, ice, etc., and where these gutters are readily accessible this work is to be done by members of the operating force. All gutter outlets to downspouts should be provided with copper or galvanized wire-basket strainers, and in cases where these are not provided the attention of the department should be brought to the matter.

Tin roofs and gutters should be kept well painted to insure their preservation. Frequent inspection of the roof should be made by some member of the operating force, and when painting is necessary he should call the attention of the custodian thereto. The operating force should have in stock, however, a small quantity of roof paint, a steel brush, and a paint brush, in order that when small patches of bare tin are discovered they can be painted immediately by the employees at the building.

Minor leaks also in tin or copper roofs may be repaired by the custodian force in the following manner: Give the roof where the leak is located a very heavy coat of approved roof paint. Saturate a piece of canton flannel by dipping it in the paint, squeeze out the surplus paint, then cover the leak with the canton flannel, nap side down. Then smooth the flannel to lay solid and even on the roof, and cover it with a heavy coating of the paint. The piece of cloth should be from three to four inches wide, and where the opening in the metal is very large the cloth should be laid in two thicknesses. This should be painted every two years, to insure its preservation.

DRAWINGS OF BUILDINGS.

These should be kept flat, free from dust, and in an accessible location. The department provides a case with large drawers for this purpose, and when no suitable accommodation exists in the building for the proper care of the drawings the custodian should make requisition for one of these cases.

MECHANICAL EQUIPMENT.

A card of "Instructions for the Guidance of the Engineering Personnel at Buildings under the Control of the Treasury Department," dated July 24, 1912, is published, and each building should be supplied with a copy thereof, to be displayed in a conspicuous place in the boiler room. Strict compliance with its provisions will be insisted upon. Where such card of instructions has not been furnished or has been lost or misplaced, the custodian should request the Supervising Architect to furnish him a copy.

When any defects are found to exist in the mechanical equipment in any part of the building, the same should be reported to the department immediately.

Employees charged with firing the boilers should be required to pay particular attention to the proper discharge of this duty, in order that

the maximum amount of heat may be secured at the least possible outlay for fuel, and with the least wear and tear on the heating apparatus. It must be appreciated that care in this direction will produce a much-desired economy in the expense of fuel.

Unoccupied rooms should not be heated, and radiators in such rooms should be cut off, except that precaution must be exercised during very cold weather to prevent the freezing of pipes.

The traps of plumbing fixtures are not to be allowed to become dry, as this condition permits the access of poisonous sewer gases into the rooms. Where such plumbing fixtures are not in use frequently, they should be flushed by a member of the operating force at least once a week, or the traps should be filled with some heavy oil which will not evaporate but will maintain the seal in the trap.

Where a pressure reducer is installed on the water-supply system, the dials should be inspected from time to time to determine whether the reducer is operating properly. At times the valve seats become cut or worn, or the rubber cups become defective, and in such cases the dial on the house side will register a pressure practically equal to that on the street side. When such condition is found to exist, the custodian should take immediate action in having the reducer repaired and properly adjusted, as the high pressure will soon force the cocks on the plumbing fixtures, resulting in waste of water.

Distributing cabinets throughout the building should be provided with cards indicating the lights controlled by each switch in the cabinet.

Members of the operating force in charge should be familiar with the location of main cut-off valves on water and gas supply lines, clean-outs, and with the switches and fuses on electrical circuits in the building.

Watchmen, janitors, firemen, or engineers should be admonished that failure on their part to have this knowledge and also to know the location of tools to properly operate same in case of emergency will subject them to reprimand or dismissal by the department.

The operating force should always have in stock a supply of fuses of proper sizes for the different circuits, and also a supply of washers and plugs for tank ball cocks and lavatory spigots, as well as tools for installing same, and it is required that some member of the force on duty be competent to install them.

Care should be taken to detect waste of water through leaky plumbing fixtures. If the leaks can not be repaired by the operating force in the building and they are of a minor character, custodians are authorized to cause the necessary repairs to be made without delay and immediately report their action to the department for approval. If considerable expense is involved in the repair of such leaks, the approval of the department should first be obtained by telegraph, giving an approximate estimate of the cost.

DESK FANS.

At the close of the summer season all portable desk fans are to be removed from the various office rooms, properly tagged to indicate where they belong, cleaned and repaired, and then stored in a suitable location free from dust. If it is impracticable for some member of the operating force to clean and repair the fans the custodian should submit bids to the department for the work.

ARTIFICIAL LIGHT.

Members of the operating force are requested, so far as the matter can be controlled by them, to see that artificial light is not used unnecessarily. Where there is an apparent unnecessary use of current or gas which can not be remedied by the operating force without subjecting themselves to criticism from the employees in the building, the matter should be reported to the custodian for appropriate action.

LOST ARTICLES.

Lost articles found in or around the building should be turned over to the custodian immediately for appropriate action by him.

DOOR-CHECK LIQUID.

To satisfactorily charge door checks, make use of the following ingredients in the proportions indicated: Glycerin, 0.3 part; alcohol, 1 part.

COOKING UTENSILS, BEDS, AND BEDDING.

The use or storage of cooking utensils or materials (stoves, pots, etc.), beds or bedding within Federal buildings is prohibited.

BYRON R. NEWTON,

Assistant Secretary.

MAY 24, 1916.

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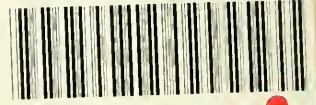
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